

RED LAKE NATION COLLEGE

BOARD OF REGENTS HANDBOOK



Revised: February 22, 2018

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History of Red Lake Nation College

2000 The Red Lake Tribal Council requested that a feasibility study be conducted regarding the establishment the Red Lake Nation College (March 31, 2000).

2001 On January 9, 2001, the Red Lake Tribal Council determined that it would be in the best interest of the members to establish a Tribal College on the Red Lake Reservation, and a task force was appointed to lead the effort.

On July 10, 2001, the Red Lake Tribal Council authorized a Tribal College budget to begin hiring key personnel and to establish a College on behalf of the Red Lake Band of Chippewa Indians.

The Red Lake Tribal Council approved the Charter of the Red Lake Nation College on October 9, 2001, and the President of Red Lake Nation College was directed to begin the process of establishing a Board of Regents.

2002 The Humanities Building was reserved for use by Red Lake Nation College on February 26, 2002, and the College was able to move in during the Summer of 2002.



2004 In 2004, Red Lake Nation College became an additional location of the Fond du Lac Tribal & Community College. FDLTCC began offering liberal arts courses and awarding A.A. degrees.

2012 Upon the completion of Spring Semester 2012, Red Lake Nation College ended its partnership with FDLTCC and established a new partnership with the Leech Lake Tribal College in Fall 2012. As an additional site of Leech Lake Tribal College, the Red Lake Nation College will receive continued support and guidance from LLTC as RLNC seeks to meet accreditation standards and become an independent college.

2013 Groundbreaking ceremonies for a new college campus were held on July 25, 2013, with a projected date of completion set for Summer 2015. The new campus will offer more classrooms, computer labs, study areas and a more conducive learning environment for students.

2014 Progressed through and approved for the early, preliminary stages of the Candidacy for Accreditation process with the Higher Learning Commission. Continued work on improving academic programs and assessment, student retention and additional student services. Major exterior construction, foundational work and infrastructure for the new RLNC campus was completed in 2014.

2015 Approved to complete our Self Study and for a site visit in April 2016 from the Higher Learning Commission to assess our application for Candidacy for Accreditation status. Continued progress with hiring more qualified, full time faculty members and improving academic review and quality of programming. Completed exterior and interior construction on new campus and successfully held Grand Opening of new campus with an outstanding college learning environment. Enrolled a record high number of over 150 students in the Fall of 2015.

2016 RLNC achieves HLC approval of Candidacy for Accreditation Status.

2017 The American Indian Higher Education Consortium, (AIHEC), the group of 38 Tribal Colleges in the USA, approves RLNC as a full voting member.

2017 The Bureau of Indian Education (BIE) approves RLNC for annual Federal Tribal College operational funding for the 17/18 AY. This is approximately \$765K per year starting in

August 2017.

- 2017 The Department of Education (DOE) approves RLNC for Title III funding (\$1M per year) and Title IV funding approval so RLNC can now start accepting Federal Financial Aid (PELL).
- 2017 RLNC receives approval for students to receive MN State Indian Scholarship (MISF) funds following the Federal DOE's Title IV approval.
- 2017 RLNC agrees to Articulation agreements with Bemidji State University, Fond Du Lac Tribal and Community College and White Earth Tribal and Community College so that students can easily transfer to other colleges from RLNC.
- 2017 RLNC becomes an independent college and ends educational agreement with Leech Lake Tribal College after the end of the agreement in June 2017.
- 2018 RLNC financially separates from the Tribe on 1/1/18. The RLNC takes over independent control over all accounting, payroll and finance operations from the Tribe. However, the Tribe remains a strong supporter of the RLNC.

RLNC Mission, Vision and Values

Mission

To provide excellent higher education that is grounded in the Ojibwe language and culture of the Red Lake Nation.

Vision

Red Lake Nation College will strive to be a center for academic excellence on the Red Lake Indian Reservation, equipping students with knowledge of their language, culture, and self, and preparing them to carry this knowledge forward into future generations.

Motto

Ji-Mino-Bimaa-Dizii-Win (The good life for us all)

Anishinaabe Values

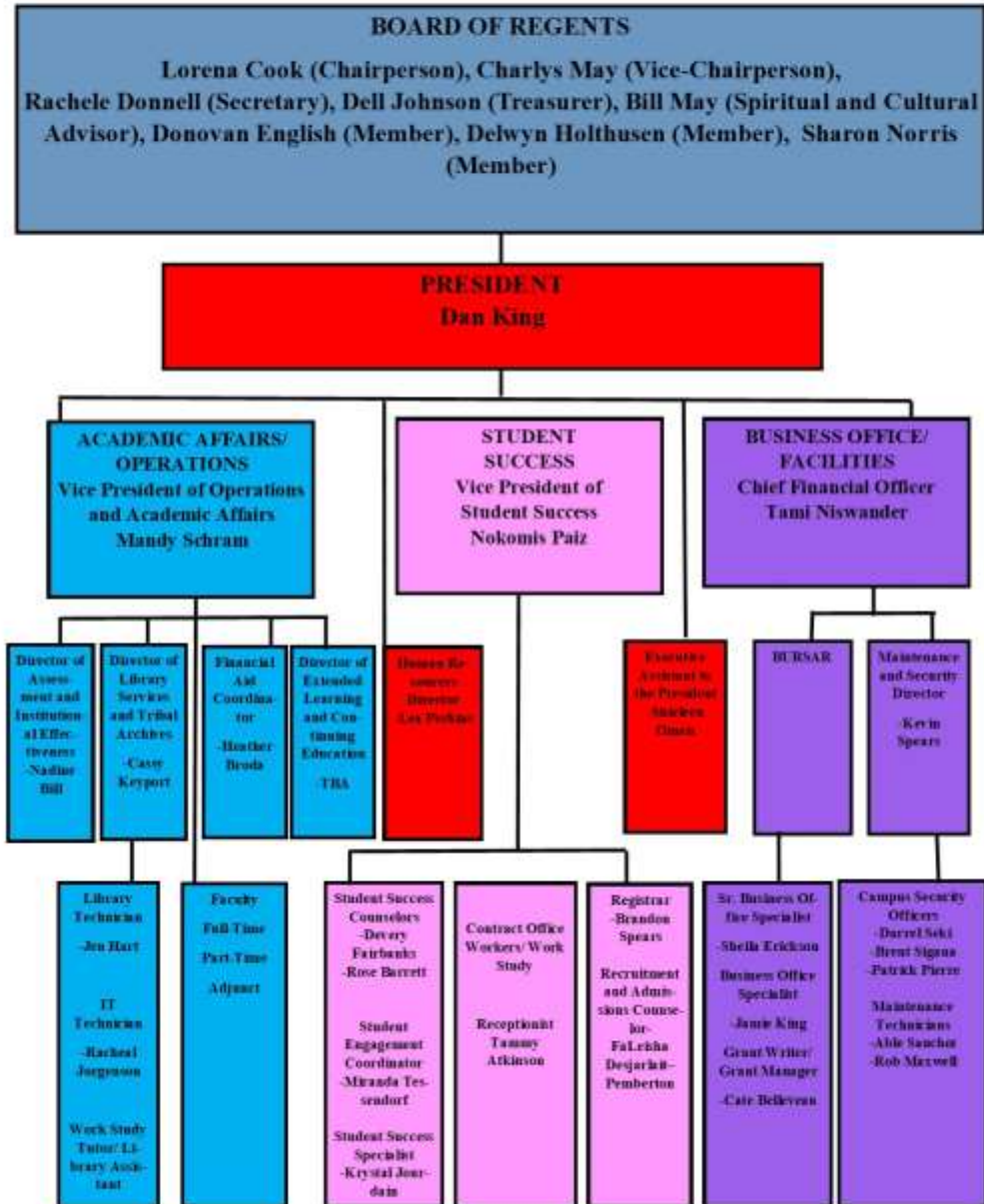
1. Dabasendizowin (Humility)
 - To be modest in one's actions
 - To demonstrate sensitivity to others
 - To recognize oneself as a sacred and equal part of the Creation
 - To develop and practice good listening and observation skills

2. Debwewin (Truth)
 - To speak the most honestly one can, according to our own perceptions
 - To be loyal in all our relationships, avoiding hypocrisy
3. Zoongide'iwini (Courage)
 - To face difficult situations with bravery in spite of our natural fears
 - To acknowledge one's personal weaknesses and develop the strength to combat them
 - To develop the ability to take initiative and to speak forthrightly
4. Gwayakwaadiziwin (Honesty)
 - To maintain truthfulness, sincerity and fairness in all of our individual actions
 - To possess the ability to manage confidential information
 - To communicate with others and transmit information fairly and truthfully
 - To recognize our own strengths and weaknesses and acknowledge the capacity for self-growth and change
5. Manaaji'idiwin (Respect)
 - To be respectful of the thoughts and ideas of others
 - To accept cultural, religious and gender differences
 - To maintain high standards of conduct at all times
 - To safeguard the dignity, individuality and rights of others
6. Zaagi'idiwin (Love)
 - To show kindness and compassion toward others
 - To work cooperatively and harmoniously with others
 - To demonstrate acceptance and the empowerment of others
 - To offer hope, encouragement and inspiration to others
7. Nibwaakaawin (Wisdom)
 - To persist in acquiring knowledge and improving skills
 - To strive for the accomplishment of goals and dreams
 - To seek guidance from elders and qualified advisors
 - To acknowledge the opportunity to learn from others
 - To practice ethical behavior at all times
 - To take time to reflect on all our experiences

Organization and Structure of Red Lake Nation College

Red Lake Nation College Organizational Chart

Red Lake Nation College Organizational Chart



Red Lake Nation College Board of Regents

The Red Lake Tribal Council chartered the Red Lake Nation College in 2001. The College derives its authority from the sovereignty and constitution of the Tribe. The responsibility and care of the college are vested in the Red Lake Nation College Board of Regents, all of whom are enrolled members of the Red Lake Nation.

As a former branch campus of the Leech Lake Tribal College, The Red Lake Board of Regents interfaced with the Leech Lake Tribal College Board of Trustees, deferring to them as the accredited institution. The two Boards have formed a contractual agreement to establish Red Lake Nation College as a branch campus, and will continue to work together to maintain the policies and procedures needed to operate the Red Lake campus and to formalize public documents that explain college services, admissions and registration, financial aid, graduation requirements, academic policies, academic programs, and campus safety and security. This educational agreement with LLTC ran from 2012 to 2017 and ended on June 30, 2017. Now, the RLNC is operating as an independent college starting in the 2017/2018 AY.

Governing Documents of the Red Lake Nation College Board of Regents

The Red Lake Tribal Council authorized the formation of the Board of Regents through a tribal resolution, and acknowledges the autonomy of the Board of Regents in governance and oversight of the College's policies, as indicated in Article I, Section 2 of the *Red Lake Nation College Charter*.

On March 12, 2013, the Council also authorized the RLNC Board of Regents to appoint the President of the College, or to remove the President with cause (Article III, Section 3, *Red Lake Nation College Charter*).

The Board of Regents is governed by the following two documents that are listed below:

- A. The Red Lake Nation College Charter
- B. The By-Laws of the Red Lake Nation College Board of Regents

RED LAKE NATION COLLEGE

**Charter of Red Lake Band of
Chippewa Indians
Red Lake Nation College**



Revised: April, 2015

ARTICLE I

ESTABLISHMENT OF THE COLLEGE AND PURPOSE OF THE INSTITUTION

Section 1. Short Title

This Charter shall be known and may be cited as the *Red Lake Nation College* Charter, hereinafter referred to as the "College."

Section 2. Authority

This *Red Lake Nation College* Charter is enacted pursuant to the inherent sovereign authority of the Red Lake Tribal Council, as the governing body of the Red Lake Band of Chippewa Indians, as granted by the Constitution of the Tribe and as recognized by the United States as organized on April 18, 1918 and Revised Constitution & By-Laws, January 6, 1959.

The Board of Regents is an agency of the Red Lake Band of Chippewa Indians and derives its authority from the Band. Each action of the Board shall conform to the Constitution and statutes of the Red Lake Band of Chippewa Indians and to the governments and regulations issued pursuant thereto.

The Red Lake Tribal Council recognizes and acknowledges the autonomy of the Board of Regents in the governance and policy-making of the College.

Section 3. Location

The principal office of the College shall be the Red Lake Nation College, 15480 Migizi Drive, PO Box 576, Red Lake, MN 56671.

Section 4. Duration

The duration of the College's existence shall be perpetual, subject to Article VII, Dissolution.

Section 5. Purpose

The purpose of the College shall be exclusively charitable and educational and shall be organized for the following purposes:

1. For educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States

Internal Revenue Law. Such purposes include establishing, maintaining, and operating educational institutions at the post-secondary level on the Red Lake Indian Reservation, with educational, vocational, and technical programs and curricula leading to degrees and certificates that may be granted by the College.

2. To provide post-secondary educational opportunities for members and residents of the Red Lake Band of Chippewa Indian Reservation and surrounding areas.
3. To promote and conduct such research and development activities as deemed necessary for the efficient provision of post-secondary educational opportunities on the Red Lake Indian Reservation.
4. To provide all persons a quality education grounded in the spirituality, history, and culture of the Red Lake Band of Chippewa Indians.
5. To serve as the Land Grant Tribal College for the Red Lake Band of Chippewa Indians.

Section 6. Definitions

The terms used in the Charter shall be the meaning given to such terms as follows:

- **"Band"** shall mean the Red Lake Band of Chippewa Indians.
- **"Band member"** shall mean an enrolled member of the Red Lake Band of Chippewa Indians.
- **"Red Lake Indian Reservation"** shall mean all lands within the exterior boundaries of the Red Lake Indian Reservation; all land held in trust for the Red Lake Band of Chippewa Indians by the United States government; and, all lands owned by the Red Lake Band of Chippewa Indians.
- **"Tribal Council"** shall mean the governing body of the Red Lake Band of Chippewa Indians.
- **"Charter"** shall mean the Red Lake Nation College Charter.
- **"Board of Regents"** shall mean the officers of the Red Lake Nation College.
- **"Red Lake Nation College"** shall mean the name of the organization.
- **"Tribal Court"** shall mean the Red Lake Band of Chippewa Indians tribal court.

Section 7. Effect of Headings

Article and Section headings contained herein are for convenience of reference only and shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of any article or section of this Charter.

Section 8. Liberal Interpretation

The provisions of this charter, being necessary for the welfare of the Band and its members, shall be liberally construed to affect the purpose and objective hereof, but in all cases, will be consistent with the laws of the Red Lake Band of Chippewa Indians.

Section 9. Implementation

This charter shall take effect and be in full force from and after its approval and passage by the Tribal Council and shall remain in effect until dissolved by resolution of the Tribal Council.

Section 10. Severability

The provisions of this Charter are severable; if any part or provision hereof shall be held void by the Tribal Council or Tribal Court, that decision shall not affect or impair any of the remaining provisions of the Charter.

ARTICLE II

BOARD MEMBERS: QUALIFICATIONS FOR OFFICE, TERMS AND CONDITIONS OF OFFICE, VACANCIES, OATHS AND VIOLATIONS

Section 1. Board Member

The permanent Red Lake Nation College Board of Regents (who shall be known as Regents members) shall consist of eight (8) voting members, with eight (8) initial members appointed by the Red Lake Tribal Council, and the Red Lake Nation College Student Council appointing its President as the student representative each year to serve as a non-voting member. The student representative must remain in good standing academically and must meet all other requirements of Board membership except the age requirement. The student must be a member of the Red Lake Band of Chippewa Indians.

Section 2. Term of Office

The term of office for each Board member shall be staggered. Two (2) Board members shall serve for an initial term of one year; two (2) Board members shall serve for an initial term of two years; two (2) Board members shall serve for an initial term of three

years; two (2) board members shall serve an initial term of four years; and the student representative shall serve a one-year term. A normal maximum term of office will be four (4) years. The length of terms of the initial members of the Board of Regents shall be determined by lot at the first meeting of the Board. Two (2) members of the Board of Regents shall be elected from each of the four (4) voting districts on the Red Lake Indian Reservation; and one Red Lake Nation College student, who will be the current Student Council President.

Section 3. Duties and Responsibilities

The Board of Regents shall be responsible to the Red Lake Band of Chippewa Indians and sensitive to their hopes, ambitions, and needs. The Board shall have the responsibility of formulating broad public policy for college education in the service area. As the policy-making body of the Red Lake Nation College, the Board shall be charged with the oversight and control of the College. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises this leadership in the operation of the College.

Without limiting the powers granted to the Board by the Tribal Council and subject to lawful and applicable rules and regulations, Board responsibilities are as follows:

1. Appoint or release with cause the President of the College.
2. Adopt and periodically review a statement of philosophy, mission, vision, and goals, which clarifies basic educational responsibilities of the College.
3. Establish broad general policies for the governance of the College and hold the President accountable for administering them.
4. Consider and take appropriate action on recommendations of the President in matters of uniform policy relating to the welfare of the College, such as admission and retention of students, student conduct, curricular offerings, governance, tuition and fees, financial management, salary schedules and general personnel policies, due process and confidentiality of records.
5. Utilize attorneys, auditors and other agents as required to complete the business of the College.
6. Adopt an annual budget to finance the operation of the College in accordance with the statutes of the Tribe and lawful applicable regulations.
7. Approve and review all construction contracts and approve all expenses on

these contracts.

8. Provide physical facilities and means of financial support to carry out the goals and objectives of the College.
9. Review and take action on matters relating to site selection and physical plant development.
10. Consider communications and request from citizens and organizations of the College on matters of policy, administration and other items of public concern affecting the College.
11. Appraise the efficiency of College operations and evaluate the educational programs.
12. Refer all matters concerning the College (except the selection of the President) directly to the President for study and recommendation before such matters are considered by the Board.
13. Inform the public concerning the progress and needs of the College, the educational programs, and the financial status of the College and accurately account to the public for receipts and expenditures.
14. Perform such other duties as may be prescribed by law and act directly in matters not covered by specific law or policy.

Section 4. Qualifications for Confirmation as Board Member

The qualifications for confirmation as a Board member are as follows:

1. Each candidate for membership will demonstrate a long-term interest in education and job training.
2. Each candidate for membership will demonstrate a high degree of ethical standards and community service.
3. Each candidate for membership will be an enrolled member in the Red Lake Band of Chippewa Indians.
4. All candidates for membership will have successfully completed 48 semester hours at the post-secondary level unless waived by the Board of Regents for individual requests and exemptions from this requirement.
5. Each candidate for membership shall have at least a general knowledge of post-secondary education.

6. Each candidate for membership will be at least twenty-five years of age, except the student representative.
7. The initial membership of the Board will be by appointment by the Red Lake Tribal Council. As the terms of office of the new Board expire, the selection of new Board members will be by election and vote among the current Board members.
8. Each of the eight (8) Board members will represent a voting district of the Red Lake Indian Reservation; and one (1) member will be a student in good standing and elected by the Student Council of the Red Lake Nation College (usually the Student Council President).

Section 5. Confirmation Process

The rules to confirm Board of Regent members shall be those included in the Red Lake Band of Chippewa Indian appointment authority.

New and continuing Board members will complete formal training in the roles and functions of College Boards of Regents. New board members will complete eight (8) hours of training prior to assuming their duties as members of the Board. A minimum of eight (8) hours of formal board training will be required of each Board member during each year of service.

Section 6. Vacancy in Office of Board Members

Whenever a vacancy shall occur in the office of the Board, it shall be filled for the unexpired term by a special appointment by the majority vote of the Board of Regents.

For the purpose of selecting the candidates from whom the vacancy shall be filled, the Board shall publish notice of vacancy for at least thirty (30) days after such vacancy shall occur. If a vacancy shall occur in the office of Board Chairperson, the Board shall select a new Chairperson from among the existing Board members. The Board of Regents shall select an appropriate person to fill the vacancy based solely on his/her qualifications for the office and the person's qualifications shall be entered with the official record of the Board's proceedings.

Section 7. Resignation of a Board Member

Any Board member having been confirmed for office may resign her or his position by providing a written notice of resignation to the Board of Regents, which will become effective upon majority vote of the Board of Regents at a regularly scheduled monthly board meeting.

Section 8. Oath of Office

Every person confirmed to any office under this Charter shall, before entering upon the duties of office, take and subscribe an oath of office and file a written and signed affidavit of the same with the Human Resources Director at Red Lake Nation College. The Oath of Office shall be issued by the Chairperson of the College Board of Regents to all newly elected Board Members at the next regular meeting of the College Board of Regents following the election. If the Chairperson is the person elected, the Vice Chairperson shall issue the Oath of Office at the board meeting.

Section 9. Violations by Board Members - Penalty & Forfeiture

Any Board Member who shall willfully violate or evade any of the provisions of law, or commit any fraud upon the college, or convert any of the public property to his/her own personal use or knowingly permit any other person to convert it, or by gross or culpable neglect of duty allow the same to be lost to the College, shall forfeit the office and be excluded forever from holding any office under the Charter of the Red Lake Nation College and shall be liable to refund to the College any amount lost to the College by reason of such violation of law.

A majority vote of the Board of Regents shall be required to remove a Board member.

ARTICLE III

POWERS OF BOARD MEMBERS AND OFFICERS OF THE BOARD

Section 1. Board to Approve an Annual Budget for the College

The Board will develop and approve an annual budget for the College operations before **July 1** of each year.

Section 2. Board of Regents to have Control of College Finances and Property

The Board of Regents shall have the management and control of the Colleges finances and all property of the College. The Board may provide for the sale of real property, provided however, that no real property belonging to the College shall be sold unless ordered sold by a vote of three-fourths of all the members of the Board.

Section 3. Board to Select or Release the President of the College

Following a selection process, the Board of Regents is authorized to appoint the President of the College, or to remove the President with cause. The Board shall promptly inform the Red Lake Band Tribal Council of their selection of a new President, or of their termination of the President of Red Lake Nation College.

Section 4. Board of Regents - Power to Award Degrees

The Board of Regents shall have the power to award degrees upon satisfactory completion of the requirements for the degree awarded.

Section 5. Board of Regents - Power to Make Policy

The Board of Regents shall have full power and authority to make, enforce, alter, amend, or repeal any policy for the good order of the College. All policy of the Board of Regents shall be passed by an affirmative vote of a quorum of the Board, by "ayes" and "nays," which shall be entered into the record of the Board.

Section 6. Power and Duties of Board Chairperson

The Board Chairperson shall take care that the purpose of the College is duly observed and implemented. The chairperson shall take care that all other Board members and administrative employees of the College discharge their respective duties. The Chairperson

shall address the Red Lake Tribal Council annually on the state of the College, proposing therein plans and programs for the physical and economic development of the College and academic well-being of the students. As part of the message, the Chairperson shall set forth goals that the College should accomplish in the fiscal year. The Tribal Council shall review the proposed goals and give proper consideration to the appropriation requests of the College.

Section 7. Election of the Chairperson and Vice-Chairperson of the Board and Their Duties

At the first meeting of the Board of Regents each year, the Board shall proceed to elect, by secret ballot from their membership, a Chairperson and Vice-Chairperson. The Chairperson shall preside over the meetings of the College Board of Regents, and when the Chairperson is absent or unable for any reason to discharge his or her required duties, the Vice-Chairperson shall discharge the duties of the Chairperson and act in the Chairperson's place. While performing the duties of Chairperson, any acts performed by the Vice-Chairperson serving as Chairperson shall have the same force and validity as if performed by the Chairperson.

ARTICLE IV

COLLEGE BOARD OF REGENTS MEETINGS AND MISCELLANEOUS

Section 1. Meetings

The Board of Regents shall hold monthly meetings and the Chairperson may call special meetings, by providing sufficient notice to each of the members. At such special meetings, no business shall be transacted other than that designated in the meeting notice. Except for Executive Sessions, all Board of Regents meetings shall be open to the public, and reasonable measures will be taken to assure that meeting schedules and places are publicized. The Board will present verified copies of monthly meeting minutes to the Tribal Council on a quarterly basis.

Section 2. Board Members—Conflict of Interest in College Contracts

All board members or other officers or employees shall avoid all conflicts of interest in any financial activity of the College and shall avoid even the appearance of a conflict of interest.

Section 3. Creation of By-laws

The Board of Regents shall create By-laws to govern the conduct of the business before the

Board of Regents.

Section 4. Indemnification

The College shall indemnify any Board Member or administrative officer of the College made or threatened to be made party to a proceeding by reason of the former or present official capacity of the person against judgment, penalties or fines assessed against the person with respect to settlements and reasonable expenses, including attorney fees and disbursements incurred by the person complained of in the proceedings, provided the person:

Has not been indemnified by another organization for the same judgments, penalties, fines, and reasonable expenses, including attorney fees and disbursements incurred by the person in connection with the proceeding with respect to the same acts or omissions;

Acted in good faith;

Received no improper personal benefit through conflict of interest or otherwise; and

In case of acts or omissions occurring in his/her official capacity, the person reasonably believed that the conduct was in the best interest of the College.

Section 5. Insurance

The Board of Regents shall purchase and maintain errors and omissions insurance on behalf of a person, in that person's official capacity, against any liability asserted against and incurred by the person in or arising from that capacity.

ARTICLE V

SOVEREIGN IMMUNITY

Section 1. Immunity of the Red Lake Band of Chippewa Indians

The College is covered by both federal and tribal law with all the privileges and immunities of the Red Lake Band of Chippewa Indians, except as specifically limited by these Articles, including sovereign immunity from suit in any state, federal or tribal court. Nothing contained in these Articles shall be deemed or construed to be consent to the jurisdiction of the Courts of the United States, or of any State with regard to the business or affairs of Red Lake Nation College.

The inherent sovereign rights of the Band as a federally recognized Indian Tribe with respect to the existence and activities of the College are hereby expressly reserved,

including sovereign immunity from suit in any state, federal or tribal court. Nothing herein or any action of the College shall be deemed or construed to be a waiver of sovereign immunity of the Band, or to be a consent of the Band to any cause of action, case or controversy, or to the levy of any judgment, lien or attachment upon any property of the Band or the Board of Regents; or a consent to suit with respect to any land within the boundaries of the Reservation, or a consent to the alienation, attachment or encumbrance of any such land.

Section 2. Immunity of the Red Lake Nation College

For the purpose of enabling the College to enter into business agreements, either to secure debts or to provide services or products, the College Board of Regents shall be authorized to agree by specific written agreement with any party to a limited waiver of sovereign immunity, provided the exclusive jurisdiction to interpret any provisions of the waiver is the Red Lake Tribal Court. Any waiver of sovereign immunity is not effective unless and until the Red Lake Tribal Council has approved such action.

For the same purpose, the College Board of Regents shall be authorized to agree by specific written agreement with any party to waive any immunity from suit on a breach of contract claim that it might otherwise have. Sovereign immunity of the College may be waived only by formal resolution of the College's Board of Regents. Waivers of sovereign immunity are disfavored by the Band and shall be granted only when necessary to secure a substantial advantage or benefit to the College. Any waiver of sovereign immunity shall be specific and limited as to (i) duration, (ii) the grantee, (iii) the particular transaction, (iv) definite property or funds, if any, of the College, (v) a particular court having jurisdiction pursuant thereto and (vi) the law that shall be applicable thereto. Any waiver of sovereign immunity is not effective unless and until the Red Lake Tribal Council has approved such an action.

In seeking redress of grievances against the College, persons subject to tribal jurisdiction shall exhaust all remedies available to them pursuant to the Red Lake Personnel Policies applicable to the College before seeking redress of grievance against the College in the Red Lake Tribal Courts.

ARTICLE VI

AMENDMENTS TO THE CHARTER

This Charter is adopted pursuant to the inherent sovereign power of the Red Lake Band of Chippewa Indians and may be amended by the Red Lake Nation College Board of Regents.

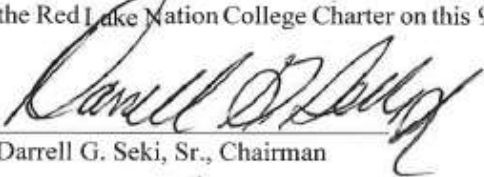
ARTICLE VII

DISSOLUTION

The property of this College is irrevocably dedicated to charitable and education purposes and no part of the new income or assets of this College shall ever inure to the benefit of any Board member or employee thereof or to the benefit of any private person. Upon the dissolution of the College, its assets remaining after payment or provision for payment, of all debts and liabilities of this College shall be distributed to the Red Lake Band of Chippewa Indians if it is then in existence, but if not then in existence, or exempt, to another nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.

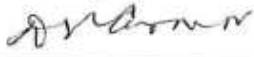
WITNESS

In witness whereof, the undersigned members of the Red Lake Tribal Council have revised the Red Lake Nation College Charter on this 9th day of June, 2015.



Darrell G. Seki, Sr., Chairman

6/9/15
Date


Don Cook, Secretary

6/9/15
Date


Annette Johnson, Treasurer

6/9/15
Date

RED LAKE NATION COLLEGE

Board of Regents By-Laws Red Lake Nation College



Revised: April, 2015

ARTICLE I – NAME AND DURATION OF THE COLLEGE

1.1 OFFICIAL NAME OF THE COLLEGE

The official name of the College, established in 2001 and chartered by the Red Lake Band of Chippewa Indians, shall be Red Lake Nation College.

1.2 DURATION

The duration of the Red Lake Nation College's existence shall be perpetual, subject to Article XI, Dissolution.

ARTICLE II – GOVERNANCE OF THE COLLEGE

2.1 NAME

The Governing body shall be known as the Board of Regents of the Red Lake Nation College

2.2 REGISTERED OFFICE

The Registered Office of the Board of Regents of the College shall be located at the Red Lake Nation College campus, 15480 Migizi Drive, P.O. Box 576, Red Lake, MN 56671.

2.3 REGISTERED AGENT

The Registered Agent of the Board of Regents of the College shall at all times be the individual holding the office of Board Chairperson, but only for the duration of his/her term of office.

ARTICLE III – LEGAL STATUS OF THE BOARD

3.1 The Board of Regents is an agency of the Red Lake Band of Chippewa Indians and derives its authority from the Band. Each action of the Board shall conform to the Constitution and statutes of the Red Lake Band of Chippewa Indians and to the governments and regulations issued pursuant thereto.

3.2 The Red Lake Tribal Council recognizes and acknowledges the autonomy of the Board of Regents in the governance and policy-making of the College.

ARTICLE IV – ORGANIZATION OF THE BOARD OF REGENTS

4.1 COMPOSITION

The Board of Regents shall consist of eight voting members and the annually elected Red Lake Nation College Student Council President, who shall serve as the student representative and the non-voting member of the Board. The student representative must maintain good academic standing and must meet all the other requirements of Board Membership except the age requirement.

4.2 QUALIFICATIONS OF BOARD MEMBERS

- a. Each candidate for membership will demonstrate a long-term interest in education and job training.
- b. Each candidate for membership will demonstrate a high degree of ethical standards and community service.

- c. Each candidate for membership will be an enrolled member in the Red Lake Band of Chippewa Indians.
- d. All candidates for membership will have successfully completed 48 semester hours at the post-secondary level unless waived by the Board of Regents.
- e. Each candidate for membership shall have at least a general knowledge of post-secondary education.
- f. Each candidate for membership, excluding the student representative, will be at least twenty-five years of age.
- g. Two (2) members of the Board of Regents shall be elected from each of the four voting districts of the Red Lake Indian Reservation; a Red Lake Nation College student, elected annually by the Student Council of the Red Lake Nation College to serve as their Student Council President, shall sit on the Board as a non-voting member.

4.3 SELECTION OF BOARD MEMBERS

The initial membership of the Board will be by appointment by the Red Lake Tribal Council. As the terms of office of the new Board expire, the selection of new Board members will be by election and vote among the current Board members.

4.4 TERM OF OFFICE

The term of office for each Board member shall be staggered. Two (2) Board members shall serve for an initial term of one year; two (2) Board members shall serve for an initial term of two years; two (2) Board members shall serve an initial term of four years; and the student representative shall serve a one-year term. The length of term for each initial member of the Board of Regents shall be determined by lot at the first meeting of the Board. The maximum length of term for office will normally be four years.

4.5 VACANCIES

Whenever a vacancy shall occur in the board, the unexpired term shall be filled by a special appointment by the majority of the Board of Regents. Regents shall publish notice of a vacancy for at least thirty days before filling a vacancy. If a vacancy occurs in the office of the Chairperson, the board of Regents may select a new Chairperson from among the Regents.

4.6 RESIGNATION

Any Board of Regents member may resign his/her position by providing a written notice of resignation to the Board of Regents. The resignation will become effective upon a majority vote of the Board at its regularly scheduled meeting.

4.7 VIOLATIONS BY BOARD MEMBERS

A 2/3 vote of the Board of Regents shall be required to remove a Board of Regents member for misconduct.

4.8 APPEALS BOARD

The role of the Board to hear appeals is limited to those made by employees in relation to the President of the College. The President may seek consultation with the Board on appeals brought by college staff. Final decisions shall be made by the Board on issues brought before them by college employees.

The Board shall establish an appeals process after consultation with legal counsel and a majority vote with a quorum present at a regular or special meeting.

ARTICLE V – ELECTION AND DUTIES OF THE BOARD OF REGENTS OFFICERS

5.1 OFFICERS

Officers of the Red Lake Nation College Board of Regents shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer. These officers will serve as the Executive Committee of the Board.

5.2 DUTIES OF OFFICERS

The duties and responsibilities of officers shall be those usually pertaining to such positions including the following specific duties assigned to each office:

5.2.1 CHAIRPERSON

- a. Call meetings of the Red Lake Nation College Board of Regents.
- b. Preside over meetings of the Red Lake Nation College Board of Regents.
- c. Appoint members, with the approval of the Board of Regents, to all standing and special committees.
- d. Present an annual “State of Red Lake Nation College Report” to the Red Lake Tribal Council along with the College President.
- e. Refer to the College Charter for additional duties.

5.2.2 VICE-CHAIRPERSON

If the Chairperson of the Board of Regents shall become vacant, or if the Chairperson is unable to perform his/her duties due to temporary circumstances, the Vice-Chairperson shall serve as the Chairperson. In the event that both the Chairperson and the Vice-Chairperson must be absent from a meeting, the remaining members shall appoint a temporary presiding officer from their own members.

5.2.3 SECRETARY

The Secretary shall keep a record of attendance, as well as the minutes and other pertinent records of all meetings. The Secretary shall also assist in the preparation of all reports.

5.2.4 TREASURER

The Treasurer shall regularly consult with the President concerning the finances of the College and assurances of the implementation of Board policies. The Treasurer shall keep the Board of Regents apprised of the financial status of the College through monthly reports.

5.3 SPIRITUAL ADVISOR

The Spiritual Advisor shall oversee the spiritual well-being of the Red Lake Nation College, conduct Anishinaabe ceremonies as appropriate, and support and advise the President and the Board on Anishinaabe cultural matters.

5.4 DRUM KEEPER

The Drum Keeper shall maintain the Drum of Red Lake Nation College in keeping with Anishinaabe traditions.

ARTICLE VI – CONDUCT OF MEETINGS OF THE BOARD OF REGENTS

6.1 MEETING TIMES

The Board of Regents shall hold regular monthly meetings on the campus of Red Lake Nation College. Additional meetings may be requested by any Board of Regents Member, or by the President; the place, date, and time of such meetings shall be set by the Chairperson, provided that proper notice is given to all parties involved.

6.2 NOTICE OF MEETINGS

Board of Regent members, and such other persons as the Board may designate, shall be notified in writing by the Secretary of the Board of the time, place, and purpose of all regular and special meetings. Meetings, whether regular or special, shall include an agenda that describes each item of business to be conducted.

6.3 EMERGENCY MEETINGS

Any action required to be taken by the Board of Regents in cases of extreme emergency may be taken without a formal meeting. An emergency meeting may be conducted by mail, telephone, or by other means deemed appropriate by the Board. However, minutes of such meetings must be signed by all Board of Regents members and must be filed with the minutes of the preceding Board meeting.

6.4 QUORUM

All meetings of the Board of Regents shall require a majority of Board members to be present to constitute a quorum and conduct business, which shall require the physical presence of at least five (5) Regents. If a quorum is established at the beginning of any meeting, no action taken during the period when less than a quorum is present shall be valid. If a quorum cannot be established, a Board member may call the roll, record the names of absentees, and adjourn to meet at a future time.

6.5 ATTENDANCE AT MEETINGS

Any Board Member who misses two regular or special meetings without communicating a justifiable cause, shall automatically be removed from office. Thus, a vacancy shall occur on the Board, unless the Board of Regents – excluding the Regent who is subject to removal – shall unanimously vote at the next regular meeting to forgive that individual.

6.6 OPEN MEETINGS

Except for executive sessions, all meetings of the Board of Regents shall be public meetings, and notices specifying the date and time of each meeting shall be posted on the College bulletin board and at the Tribal Council at least one week prior to a meeting. The order of business of any regular meetings shall include the opportunity for the public to address the Board of Regents; however, a written request, stating questions or topic for discussion or presentation shall be submitted to the President at least four days prior to a regular meeting. Subject to the discretion of the Chairperson, any individual or group may be heard by the Board on issues not on the agenda, and that lie within the Board's justification.

6.7 APPEAL BOARD

The Board shall establish an appeals process after consultation with the President and Legal Counsel; the process must be approved by a majority vote of a quorum of Board members present at a regular or special meeting.

The role of the Board in hearing appeals is limited to those appeals made by employees that relate to the President of the College. The President may seek consultation with the Board, however, concerning appeals brought by college staff. The final decision on any appeals from college employees regarding the President will be made by the Board.

6.8 MINUTES OF MEETING

Except for Executive Sessions, the minutes of regular and special meetings are public records. The minutes shall be a permanent record for all College Board action and shall be kept on file at the College office. These records shall also be open to inspection by any citizen of the community.

ARTICLE VII – AUTHORITY OF MEMBERS OF THE BOARD OF REGENTS

- 7.1 Individual members of the Board have power and authority only when acting formally as members of the Board in session, or when entrusted by the Board with specific assignments as defined by the duties enumerated in the By-laws, or by motion of the Board.

ARTICLE VIII – DUTIES AND RESPONSIBILITIES OF THE BOARD OF REGENTS

The Board of Regents is authorized to:

- 8.1 Hire a President who shall have the authority to hire Dean(s), administrative staff, clerks and other employees who shall be primarily responsible for carrying out the day-to-day operations of the College, subject at all times to oversight by the Board, or to release the President of the College with cause. The Board shall inform the Red Lake Band Tribal Council immediately of their selection of a new President, or of their termination of the President of Red Lake Nation College.
- 8.2 Adopt and periodically review RLNC's statement of philosophy, mission, vision, and goals, which clarify the basic educational responsibilities of the college.
- 8.3 Establish broad general policies for the governance of the college and hold the President accountable for administering such policies.
- 8.4 Consider and take appropriate action regarding recommendations of the President in matters of uniform policy relating to the welfare of the college, including admission and retention of the students, student conduct, curricular offerings, academic freedom and responsibility, academic standards, academic calendar, governance, tuition fees, financial management, salary schedules, and general personnel policies, due process and confidentiality.

- 8.5 Utilize legal counsel, auditors, and other external agents as required to complete the business of the College.
- 8.6 Adopt an annual budget to finance the operation of the College in accordance with the laws of the Tribe and any other applicable regulations.
- 8.7 Ensure that qualified personnel, physical facilities, and means of financial support are available to carry out the goals and objectives of the College.
- 8.8 Consider communications and requests from constituents of the College on matters of policy, administration, and other items of public concern affecting the College. The President of the College shall take requests from citizens and organizations known to the Board of Regents.
- 8.9 Ensure that all records, information, and affairs of the Board are secured in a safe location.
- 8.10 Refer all matters concerning the College (excluding the selection of a new President) directly to the President for review and recommendations before such matters are considered by the Board.
- 8.11 Adopt rules of procedures for the conduct of the meetings of the Board of Regents.
- 8.12 Prevent nepotism in the hiring of personnel and procurement of goods and services.
- 8.13 Abstain from involvement of day-to-day operations of the College.
- 8.14 Review these By-Laws annually to accommodate changing conditions; approve revisions and/or adopt amendments to By-Laws as needed.

ARTICLE IX – BOARD RESTRICTIONS

- 9.1 The College shall not afford monetary gain, incidentally or otherwise, to its regents, officers or members, except that the College shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the mission of the College.
- 9.2 No part of the net income of the College shall inure to the benefit of any regent, officer, or member, and any balance of money or assets remaining after the full payment of corporate obligations of any and all kind shall be devoted solely to the charitable, educational, and benevolent purposes of the College.
- 9.3 The College shall be deemed to be operated exclusively for the following purposes: charitable, educational, social and scientific.
- 9.4 Notwithstanding any other provisions of these By-Laws as may be adopted by the College, the College shall not carry on any activities not permitted to be carried on:
 - a) By a corporation exempt from Federal income tax under Sections 501(c)(3) of the Internal Revenue Code of 1954 as amended, or any future United States Revenue Law; or

- b) By corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, as amended, or any future United States Revenue Laws.
- 9.5 Admission to any educational service or activity of the College shall not be denied any Indian Student because he or she is a member of any Tribe, or is not a member of any Tribe.
- 9.6 The Board of Regents of Red Lake Nation College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1974, Americans with Disabilities Act, and other tribal and federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

ARTICLE X –CONFLICT OF INTEREST

All Board of Regents members shall avoid any conflict of interest, or even the appearance of conflict of interest, and shall make known to the Board any possible conflict of interest at the earliest possible time. The minutes shall reflect that a disclosure was made and that the Board member having a conflict of interest abstained from voting. Any Board member who is uncertain whether or not he or she has a conflict of interest should bring the matter before the Board, and the Board shall resolve the matter by the majority vote.

ARTICLE XI – CULTURE

It is the duty of the Board of Regents to ensure that the College operates within the concept of *Ji-minobimaadiziya* (the good life for us all).

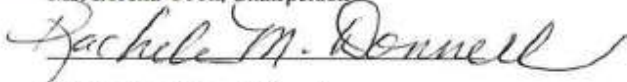
ARTICLE XII – DISSOLUTION

The property of Red Lake Nation College is irrevocably dedicated to charitable and educational purposes and no part of the new income or assets of this College shall ever inure to the benefit of any Board member or employee thereof, or to the benefit of any private person. Upon the dissolution of the College, its assets remaining after payment or provision for payment of all debts and liabilities of this College shall be distributed to the Red Lake Band of Chippewa Indians if it is then in existence, but if not then in existence, to another non-profit fund, foundation, or corporation that is organized and operated exclusively for charitable and educational purposes, and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Approved by the Red Lake Nation College Board of Regents on April 28, 2015.



Ms. Lorena Cook, Chairperson



Ms. Rachele Donnell, Secretary



Red Lake Nation College Nomination Application – Board of Regents

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (Cell) _____ (Work) _____ (Home) _____

Date of Birth: _____ Red Lake Band Enrollment Number: _____

High School Attended: _____

Year Graduated: _____ Year GED: _____

Colleges Attended/Degrees Earned:

Have you ever been convicted of a felony? Yes: _____ No: _____

Do you represent one of the following constituencies?

A. Minnesota Indian Business Community. (Please describe your affiliation)

B. Red Lake Reservation Education Community. (Please describe your affiliation)

C. Red Lake Reservation Higher Education Community. (Please describe your affiliation).

Please describe any other special credentials that qualify you as a board member.

Please attach a copy of your resume. Please include the names, mailing address, email addresses and telephone numbers of your references.

By signature, you are claiming that the information you provide is true and accurate to the best of your knowledge and authorize Red Lake Nation College Board of Regents (or their agent) permission to contact your references.

If any information is found to be false or inaccurate, your application will be disqualified.

Date: _____ Signature: _____

Qualifications for Confirmation as a Board Member

- a. Each member will demonstrate a long-term interest in education and job training.
- b. Each member will demonstrate a high degree of ethical standards and community service.
- c. Each member will be enrolled in the Red Lake Band of Ojibwe.
- d. All members will have been awarded a high school diploma or GED.
- e. All board members will have a minimum of a two-year degree, unless exempted by the Board for special expertise which help the RLNC.
- f. Each member shall have a general knowledge about post-secondary education.
- g. Special expertise which will help the Board of Regents, the President and the President's staff fulfill the mission of the College.
- h. Twenty-five years of age, except in the instance where the Tribal Council chooses to confirm a student of the College to the Board of Regents.
- i. A minimum of four members are to be residents of the Red Lake Reservation.
- j. One member will be an elder.
- k. One member will represent the business community.
- l. One member will represent the State of Minnesota higher education community.
- m. One member will represent the Red Lake Reservation education community.



Red Lake Nation College Board of Regents

Code of Ethics

The Board of Regents of the Red Lake Nation College hereby adopts the following “standards of good practice” that will provide guidance and allow the governing board to function more effectively. These standards are designed to clearly outline each Board member’s role, responsibility, and behavior as a Regent.

As a governing board member, I pledge to:

1. Bear in mind, under all circumstances, that the primary function of the Board is to *approve and support the policies* by which the Tribal College is to be administered;
2. Devote time, thought, and study to the duties and responsibilities of a Tribal College board member so that I may *render effective and creditable service*;
3. Work with my fellow board members *in a spirit of harmony and cooperation* in spite of differences of opinion that may arise during vigorous debates of points of issue;
4. Base my personal decisions upon all available facts in each situation; *vote my honest conviction* in every case, and remain unswayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision to the board;
5. Remember at all times that *as an individual I have no legal authority outside the meetings of the board*, and conduct my relationships with the Tribal College staff, the local citizenry, and all media of the community on the basis of this fact;
6. *Resist every temptation* and outside pressure to use my position as a Tribal College Board member *to benefit myself or any other individual* or agency apart from the total interest of the Tribal College community;
7. Recognize that it is as important for the board to *understand and evaluate the education programs of the Tribal College* as it is to plan for the business of college operations;
8. *Welcome and encourage active cooperation by citizens, organizations, and the media* of communication in the community with respect to establishing policy on current college operations and proposed future developments;
9. Support the *American Indian Higher Education Consortium*;
10. Finally, strive step-by-step *toward ideal conditions* for the most effective Tribal College Board service to my community, in a spirit of teamwork and devotion to a public education as the greatest instrument for the *growth and development of our reservation community*.

I solemnly swear to uphold the above principles, and I take this oath freely, willingly, and with great honor.

Regent
Red Lake Nation College

Date



Red Lake Nation College

Conflict of Interest Policy for Board Members

1. **Organizational Membership**
List community and other organizations of which you are a member. If other than general member, please specify office held. If compensated, so note.

2. **Tribal College staff or other Red Lake Reservation staff membership.**
Please list if you are a member of the Tribal College staff or other Red Lake Reservation staff membership.

Yes_____ No_____ Tribal College Staff

Yes_____ No_____ Red Lake Reservation

Pursuant to the purposes and intent of the resolution adopted by the governing board requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to Red Lake Nation College, might possibly constitute a conflict of interest (check “none” where applicable).

3. **Outside Interests**
Identify any interests, other than investments, pertaining to yourself or an immediate family (for example, son owns “_____,” or wife works for “_____”).

() None

4. **Investments**
List and describe all investments held by immediate family members of your household that might be considered “material financial interests.”

() None

5. Outside Activity

List activities in which you or other immediate family members of your household are engaged that might be regarded as constituting a conflict of interest. (for example, wife is a consultant to “_____”).

() None

I hereby certify that neither I, nor any member of my immediate family, have accepted gifts, gratuities, nor entertainment that might influence my judgment or actions concerning the business of Red Lake Nation College, except as listed below.

() None

I hereby agree to report to the Chairperson of the Board any conflict of interest situation that may develop before completion of my next questionnaire.

NAME: _____

POSITION: _____ DATE: _____



Red Lake Nation College Board of Regents Oath of Office

This Oath of Office is to be administered by the Chairman and Secretary-Treasurer of the Red Lake Tribal Council to newly confirmed members of the Red Lake Nation College Board of Regents, in accordance with the Red Lake Band of Ojibwe/Red Lake Nation College Charter, Article II, Section 8, in conjunction with a written and signed Affidavit of the same (ATTACHED).

I, _____, do hereby solemnly swear to serve on the Red Lake Tribal College's Board of Regents, which has been designated as the policy-making body of the Red Lake Nation College. As a member of the Board of Regents, I do solemnly assume the responsibilities of a Board member, as they are identified within the Tribal College Charter and the By-Laws of the Board of Regents, and to abide by the Regent Code of Ethics. As a member of the Board of Regents, I do solemnly swear to avoid all conflict of interest in any financial activity and to avoid any appearance of a conflict of interest.

In accepting this responsibility, I understand that individual members of the Board have power and authority only when acting formally as members of the Board in session or when entrusted by the Board with specific assignments. I also understand that my Board position may be forfeited if I engage in any activities as specified in Article II, Section 9 of the College Charter.

RED LAKE RESERVATION
STATE OF MINNESOTA
COUNTY OF BELTRAMI

AFFIDAVIT

I, _____, do swear:

1. That, to the best of my knowledge and belief, I am eligible and qualified to serve on the Red Lake Nation College Board of Regents;
2. That I have subscribed to and taken an Oath of Office for my service as a member of the Red Lake Nation College Board of Regents;
3. That I do solemnly swear to assume the responsibilities of a Regent, as they are identified in the Tribal College Charter and By-Laws of the Board of Regents;
4. That I do solemnly swear to abide by the Regent's Code of Ethics, and to avoid all conflicts of interest and avoid any appearance of a conflict of interest;
5. That I do understand that individual members of the Board of Regents have power and authority only when acting formally as members of the Board in session or when entrusted by the Board with specific assignments; and,
6. That I do understand that my Board position may be forfeited for violations of the College Charter and By-Laws of the Board of Regents.

NAME

DATE

SUBSCRIBED AND SWORN TO
THIS _____ DAY OF _____, 2018

NOTARY PUBLIC

Red Lake Nation College's Timeline for Seeking Accreditation

Following is Red Lake Nation College's revised timeline for seeking accreditation:

I. Pre-Application to Determine Eligibility			
Step	Stage	Action	Estimated Completion Date
a. <input checked="" type="checkbox"/>	Information	Past 3.5 years have been spent gathering information on the process and meeting criteria for achieving accreditation.	Ongoing
	Letter of Inquiry with Preliminary Evidence	Submit Letter of Inquiry, response to 21 items listed as Preliminary Evidence, and fee	April 2013
b. <input checked="" type="checkbox"/>	Preliminary Evidence Review	Commission screens materials for completeness	May 2013
		If accepted, provide Commission with potential dates for interview and pay fee	June 2013
c. <input checked="" type="checkbox"/>	Pre-application Interview	Travel to Chicago for Pre-application Interview	August 2013
d. <input checked="" type="checkbox"/>	Post-interview Commission Letter	Await letter from Commission indicating next steps in the candidacy process
e. <input checked="" type="checkbox"/>	Letter of Intent to Submit the Eligibility Filing	If approved, submit RLNC's Letter of Intent to submit the Eligibility Filing; begin assembling materials required for Filing	January 2014
f. <input checked="" type="checkbox"/>	Eligibility Filing	Complete and submit Eligibility Filing, other required materials, and fee	December 2014
g. <input checked="" type="checkbox"/>	Panel Review—Eligibility Filing	Commission staff screens materials for completeness/readiness for review	December 2014 – March 2015

		If approved, await panel reviews of Eligibility Filing
h. <input checked="" type="checkbox"/>	Letter on Eligibility	If deemed eligible, initiate institutional self-evaluation and take steps to pursue candidacy	April 2015

II. Application for Status			
Step	Stage	Action	Estimated Completion Date
a. <input checked="" type="checkbox"/>	Letter of Intent to Pursue Status	Submit Letter of Intent to pursue candidacy and fee	April 2015
b. <input checked="" type="checkbox"/>	Preparation for Comprehensive Evaluation Visit for Candidacy	Continue self-evaluation process and submit Assurance Argument	December 2015
c. <input checked="" type="checkbox"/>	Comprehensive Evaluation Visit	Host comprehensive evaluation visit for Candidacy (Pre-accreditation status)	April 2016
d. <input checked="" type="checkbox"/>	Hearing – Award and Duration of Candidacy	Await Decision on hearing	May 2016
e. <input checked="" type="checkbox"/>	HLC Board of Trustees Meeting	Await BOT's final decision on Candidacy	June 2016
f.	Biennial Evaluation	Host Biennial Evaluation	April 2018
g.	Evaluation for Initial Accreditation	Complete self-evaluation process & Assurance Argument; host comprehensive visit for Initial Accreditation	April 2018
f.	Response from HLC		November 2018

Additional Informational Resources

ABOUT AIHEC

In 1972, six American Indian tribally controlled colleges established the American Indian Higher Education Consortium (AIHEC) to provide a support network as they worked to influence federal policies on American Indian higher education. Today, AIHEC has grown to 37 Tribal Colleges and Universities (TCUs) in the United States and one in Canada. Each of these institutions was created and chartered by its own tribal government for a specific purpose: to provide higher education opportunities to American Indians through programs that are locally and culturally based, holistic, and supportive.

Through AIHEC, our colleges continue to work together to influence policy and establish programs in all facets of higher education. They receive technical assistance in key areas; network with one another, federal agencies, other institutions, and potential partners; mentor new institutions; and plan new initiatives to address evolving areas of need.

AIHEC provides leadership and influences public policy on American Indian higher education issues through advocacy, research, and program initiatives; promotes and strengthens Indigenous languages, cultures, communities, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

AIHEC activities are supported by member dues, grants and contracts. AIHEC is a 501(c)(3) organization governed by a board of directors, which is comprised of the presidents of its accredited U.S.-based TCUs. The board elects from its membership an executive committee to oversee the activities of the collective body and the AIHEC staff.



AIHEC VISION AND MISSION

AIHEC Vision

The American Indian Higher Education Consortium's (AIHEC) vision is sovereign nations through excellence in tribal higher education.

AIHEC Mission

AIHEC is the collective spirit and unifying voice of our nation's Tribal Colleges and Universities (TCUs). AIHEC provides leadership and influences public policy on American Indian higher education issues through advocacy, research, and program initiatives; promotes and strengthens Indigenous languages, cultures, communities, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

Tribal Colleges and Universities

Tribal Colleges and Universities (TCUs) are chartered by their respective tribal governments, including the ten tribes within the largest reservations in the United States. They operate more than 75 campuses in 15 states and one Canadian province—virtually covering Indian Country—and serve students from well more than 230 federally recognized Indian tribes. TCUs vary in enrollment (size), focus (liberal arts, sciences, workforce development/training), location (woodlands, desert, frozen tundra, rural reservation, urban), and student population (predominantly American Indian). However, tribal identity is the core of every TCU, and they all share the mission of tribal self-determination and service to their respective communities.

TCUs provide many services to help students stay in school and complete their studies, such as personal and career counseling, mentoring, tutoring, wellness programs, child care, lending of laptops, and transportation and housing assistance.

Map of Tribal Colleges and Universities



Common Data Set of U.S. Higher Education Terminology

Reproduced with Permission of The Common Data Set Initiative

See also Glossary of U.S. Educational Terminology (Assefa)

(<http://www15.uta.fi/FAST/US5/REF/dataset.html>)

- **Academic advisement:** Plan under which each student is assigned to a faculty member or a trained adviser, who, through regular meetings, helps the student plan and implement immediate and long-term academic and vocational goals.
- **Accelerated program:** Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during the regular academic term.
- **Admitted student:** Applicant who is offered admission to a degree-granting program at your institution.
- **Adult student services:** Admission assistance, support, orientation, and other services expressly for adults who have started college for the first time, or who are re-entering after a lapse of a few years.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Applicant (first-time, first-year):** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn (by applicant or institution).
- **Application fee:** That amount of money that an institution charges for processing a student's application for acceptance. This amount is *not* creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the institution.
- **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Associate degree:** An award that normally requires at least two but less than four years of full-time equivalent college work.
- **Bachelor's degree:** An award (baccalaureate or equivalent degree, as determined by the Secretary of the U.S. Department of Education) that normally requires at least four years but *not* more than five years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a five-year cooperative (work-study plan) program. (A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies.) Also, it includes bachelor's degrees in which the normal four years of work are completed in three years.
- **Black, non-Hispanic:** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **Books and supplies (costs):** Average cost of books and supplies. Do not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the

majority of students at your institution.

- **Calendar system:** The method by which an institution structures most of its courses for the academic year.
- **Career and placement services:** A range of services, including (often) the following: coordination of visits of employers to campus; aptitude and vocational testing; interest inventories, personal counseling; help in resume writing, interviewing, launching the job search; listings for those students desiring employment and those seeking permanent positions; establishment of a permanent reference folder; career resource materials.
- **Certificate:** See **Postsecondary award, certificate, or diploma.**
- **Class rank:** The relative numerical position of a student in his or her graduating class, calculated by the high school on the basis of grade-point average, whether weighted or unweighted.
- **College-preparatory program:** Courses in academic subjects (English, history and social studies, foreign languages, mathematics, science, and the arts) that stress preparation for college or university study.
- **Community service program:** Referral center for students wishing to perform volunteer work in the community or participate in volunteer activities coordinated by academic departments.
- **Commuter:** A student who lives off campus in housing that is not owned by, operated by, or affiliated with the college. This category includes students who commute from home and students who have moved to the area to attend college.
- **Contact hour:** A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
- **Cooperative (work-study plan) program:** A program that provides for alternate class attendance and employment in business, industry, or government.
- **Counseling service:** Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
- **Credit:** Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
- **Credit course:** A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
- **Credit hour:** A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
- **Deferred admission:** The practice of permitting admitted students to postpone enrollment, usually for a period of one academic term or one year.
- **Degree:** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.
- **Degree-seeking students:** Students enrolled in courses for credit that are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.
- **Differs by program (calendar system):** A calendar system classification that is used by institutions that have occupational/vocational programs of varying length. These schools may enroll students at specific times depending on the program desired. For example, a school

might offer a two-month program in January, March, May, September, and November; and a three-month program in January, April, and October.

- **Diploma:** See **Postsecondary award, certificate, or diploma.**
- **Distance learning:** An option for earning course credit at off-campus locations via cable television, Internet, satellite classes, videotapes, correspondence courses, or other means.
- **Doctoral degree:** The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related field of medicine or in sanitary engineering.
- **Double major:** Program in which students may complete two undergraduate programs of study simultaneously.
- **Dual enrollment:** A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.
- **Early admission:** A policy under which students who have not completed high school are admitted and enroll full time in college, usually after completion of their junior year.
- **English as a Second Language (ESL):** A course of study designed specifically for students whose native language is not English.
- **External degree program:** A program of study in which students earn credits toward a degree through independent study, college courses, proficiency examinations, and personal experience. External degree programs require minimal or no classroom attendance.
- **Extracurricular activities (as admission factor):** Special consideration in the admissions process given for participation in both school and non-school-related activities of interest to the college, such as clubs, hobbies, student government, athletics, performing arts, etc.
- **First-time student:** A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).
- **First-time, first-year (freshman) student:** A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).
- **First-year student:** A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.
- **Freshman:** A first-year undergraduate student.
- **Freshman/new student orientation:** Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning college. May be a few hours or a few days in length; at some colleges, there is a fee.
- **Full-time student (undergraduate):** A student enrolled for 12 or more semester credits, 12 or more quarter credits, or 24 or more contact hours a week each term.
- **Grade-point average:** The sum of grade points a student has earned in school divided by the number of courses taken. The most common system of assigning numbers to grades counts four points for an A, three points for a B, two points for a C, one point for a D, and no points

for an E or F. Unweighted GPAs/assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses.

- **Graduate student:** A student who holds a bachelor's or first professional degree, or equivalent, and is taking courses at the post-baccalaureate level.
- **Health services:** Free or low cost on-campus primary and preventive health care available to students.
- **High school diploma or recognized equivalent:** A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Test of General Educational Development (GED), or another state-specified examination.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **Honors program:** Any special program for very able students offering the opportunity for educational enrichment, independent study, acceleration, or some combination of these.
- **Independent study:** Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.
- **In-state tuition:** The tuition charged by institutions to those students who meet the state's or institution's residency requirements.
- **Internship:** Any short-term, supervised work experience usually related to a student's major field, for which the student earns academic credit. The work can be full- or part-time, on- or off-campus, paid or unpaid.
- **Learning center:** Center offering assistance through tutors, workshops, computer programs, or audiovisual equipment in reading, writing, math, and skills such as taking notes, managing time, taking tests.
- **Liberal arts/career combination:** Program in which a student earns undergraduate degrees in two separate fields, one in a liberal arts major and the other in a professional or specialized major, whether on campus or through cross-registration.
- **Master's degree:** An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.
- **Nonresident alien:** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
- **On-campus day care:** Licensed day care for students' children (usually age 3 and up); usually for a fee.
- **Open admission:** Admission policy under which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications.
- **Out-of-state tuition:** The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.
- **Part-time student (undergraduate):** A student enrolled for fewer than 12 credits per semester or quarter, or fewer than 24 contact hours a week each term.
- **Personal counseling:** One-on-one or group counseling with trained professionals for students who want to explore personal, educational, or vocational issues.
- **Postsecondary award, certificate, or diploma:** Includes the following three IPEDS

definitions for postsecondary awards, certificates, and diplomas of varying durations and credit/contact hour requirements —

- *Less Than 1 Academic Year:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.
- *At Least 1 But Less Than 2 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.
- *At Least 2 But Less Than 4 Academic Years:* Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 40 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.
- **Private nonprofit institution:** A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.
- **Public institution:** An educational institution whose programs and activities are operated by publicly elected or appointed school officials, and which is supported primarily by public funds.
- **Quarter calendar system:** A calendar system in which the academic year consists of three sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.
- **Race/ethnicity:** Category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.
- **Remedial services:** Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
- **Required fees:** Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is the exception. Do not include application fees or optional fees such as lab fees or parking fees.
- **Resident alien or other eligible non-citizen:** A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-15], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, conditional Entrant Parolee or Cuban-Haitian).
- **Secondary school record (as admission factor):** Information maintained by the secondary school that may include such things as the student's high school transcript, class rank, GPA, and teacher and counselor recommendations.
- **Semester calendar system:** A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

- **Student-designed major:** A program of study based on individual interests, designed with the assistance of an adviser.
- **Study abroad:** Any arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
- **Summer session:** A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have 2 or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.
- **Teacher certification program:** Program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.
- **Transfer applicant:** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has previously attended another college or university and earned college-level credit.
- **Transfer student:** A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.
- **Transportation (costs):** Assume two round trips to student's hometown per year for students in institutional housing or daily travel to and from your institution for commuter students.
- **Trimester calendar system:** An academic year consisting of 3 terms of about 15 weeks each.
- **Tuition:** Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
- **Tutoring:** May range from one-on-one tutoring in specific subjects to tutoring in an area such as math, reading, or writing. Most tutors are college students; at some colleges, they are specially trained and certified.
- **Unit:** A standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).
- **Undergraduate:** A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or a vocational or technical program below the baccalaureate.
- **Veteran's counseling:** Helps veterans and their dependents obtain benefits for their selected program and provides certifications to the Veteran's Administration. May also provide personal counseling on the transition from the military to a civilian life.
- **Visually impaired:** Any person whose sight loss is not correctable and is sufficiently severe as to adversely affect educational performance.
- **Wait list:** List of students who meet the admission requirements but will only be offered a place in the class if space becomes available.
- **White, non-Hispanic:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- **Work experience (as admission factor):** Special consideration given to students who have been employed prior to application, whether for relevance to major, demonstration of employment-related skills, or as explanation of student's academic and extracurricular record.

Financial Aid Definitions

- **Financial aid applicant:** Any applicant who submits **any one of** the institutionally required financial aid applications/forms, such as the FAFSA.
- **Indebtedness:** Aggregate dollar amount borrowed through any loan programs (federal, state, subsidized, unsubsidized, private, etc.; excluding parent loans) while the student was enrolled at an institution. Student loans co-signed by a parent are assumed to be the responsibility of the student and **should** be included.
- **Institutional and external funds:** Endowment, alumni, or external monies for which the institution determines the recipient or the dollar amount awarded.
- **Financial need:** As determined by your institution using the federal methodology and/or your institution's own standards.
- **Need-based aid:** College-funded or college-administered award from institutional, state, federal, or other sources for which a student must have financial need to qualify. This includes both institutional and non-institutional student aid (grants, jobs, and loans).
- **Need-based gift aid:** Scholarships and grants from institutional, state, federal, or other sources for which a student must have financial need to qualify.
- **Need-based self-help aid:** Loans and jobs from institutional, state, federal, or other sources for which a student must demonstrate financial need to qualify.
- **Non-need-based gift aid:** Scholarships and grants, gifts, or merit-based aid from institutional, state, federal, or other sources (including unrestricted funds, or gifts and endowment income) awarded solely on the basis of academic achievement, merit, or any other non-need-based reason. When reporting questions H1 and H2, non-need-based aid that is used to meet need should be counted as need-based aid.
- **Non-need-based self-help aid:** Loans and jobs from institutional, state, or other sources for which a student need not demonstrate financial need to qualify.
- **Scholarships/grants from external sources:** Monies received from outside (private) sources that the student brings with them (e.g., Kiwanis, National Merit scholarships). The institution may process paperwork to receive the dollars, but it has no role in determining the recipient or the dollar amount awarded.
- **Work study and employment:** Federal and state work study aid, and any employment packaged by your institution in financial aid awards.